# U.S. Government Printing Office

Depository Selection Information Management System
(DSIMS) Tutorial

# Table of Contents

# About DSIMS

In 2008 the U.S. Government Printing Office (GPO) began the formal process of developing a Concept of Operations (ConOps) and a Requirements Document for a new system to replace the Depository Distribution Information System (DDIS), the legacy mainframe system that has been used to manage List of Classes data, library item selections, and distribution information since 1982. While the main goal of this project was to replace an aging system that GPO still relied upon for critical business information, the project also provided an opportunity to provide Federal depository libraries with more timely access to their item selection information through a module designed to allow libraries to make changes to their item selections and view their item selection profiles in real time.

For years, Federal depository libraries have used several GPO-created tools to update and manage their item selection profiles. These tools include the Amendment of Item Selection form, Item Lister, and more. In many cases, libraries had to notify GPO of changes to library information, such as a mailing address, because the tool managing mailing addresses was not accessible to the public. Many of these tools were developed over time to utilize DDIS data to meet specific needs.

GPO has been working with developers since December 2010 to develop the new system. Many of the improvements are internal to GPO and will not be visible to Federal depository libraries, but will enable GPO to process new materials more efficiently, thereby improving service to depositories. Changes that will be visible to libraries will be in the tools used to manage their item selection profiles. Beginning in the Spring of 2012, Federal depository libraries will be able to access and manage their item selection profiles through the new system, the Depository Selection Information Management System (DSIMS).

Please note that DSIMS is still under development. GPO is providing libraries with access to DSIMS through an initial release which will allow them to begin to use the new system to view and change their item selections. At this time, there is a known issue with the search feature, which we are working to fix. This document includes basic information on how to use the system at the time of this initial release. Users should expect to see some changes in the tool as we work to complete the development, and the screenshots included in this guide may look slightly different from the live system as changes are implemented. Additional features will be implemented in the coming weeks as well.
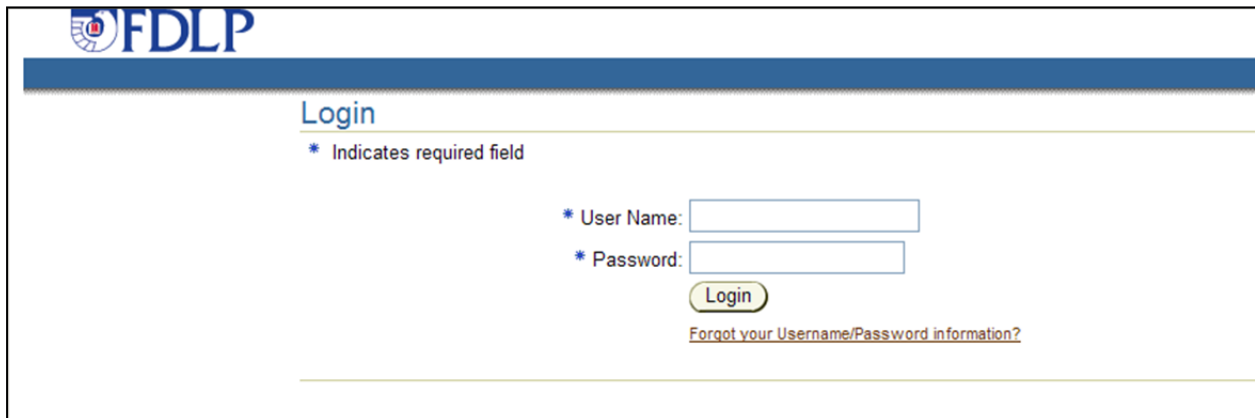
# Procedures in DSIMS

## 1. Log in

We recommend that you use Internet Explorer as your Internet browser when working in DSIMS.

Open an Internet browser and go to: **https://selections.fdlp.gov/OA_HTML/xxgpo_ibeCAcdLogin.jsp**
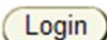
*Example of a Login page.*



For User Name, enter in your Federal Depository Library number, e.g. 0099C
For the Password, enter in your library's internal password, e.g. FDLP#####.

Note: if you do not know your internal password, submit a question to askGPO: http://www.gpo.gov/askgpo/ask.htm. To ensure that your question is routed correctly, please select the category **Federal Depository Libraries** and the subcategory **Item Selection Tool**

Click on the ( Login ) button.

*Example of DSIMS homepage.*



**Tip: When working in Internet Explorer or IE, you may have a security message pop-up**



To prevent this message from continuously popping up, you will have to change the security settings for the browser. The procedure may vary according to what version of IE you have, but the following steps are generally true for all Internet Explorer users:

1. Open Internet Explorer
2. Go to Tools > Internet Options
3. Select the 'Security' tab
4. Click the 'Custom Level' button
5. In the 'Miscellaneous' section, change "Display mixed content" to Enable
6. You may have to confirm that you want to change the security zone settings by clicking on Yes
7. Click Apply or OK until the 'Security Settings – Internet Zone' box goes away
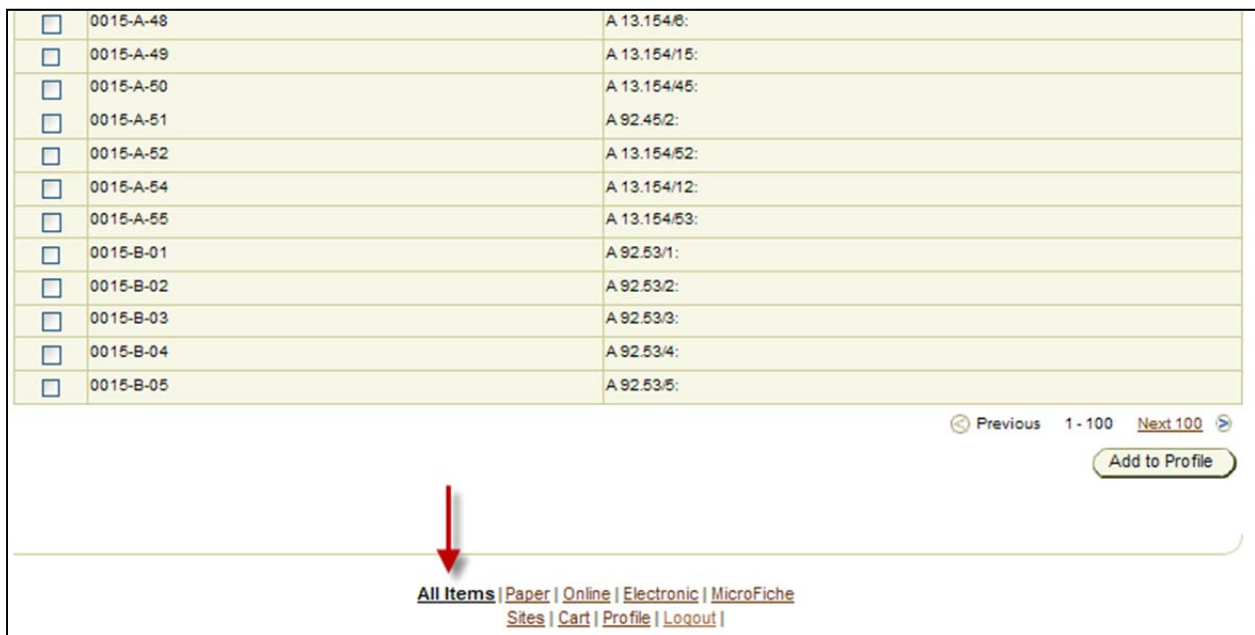8. Close Internet Explorer and reopen it to make it take effect

## 2. View list of item numbers available for selection by format

From the DSIMS homepage, the default view is to see all item numbers that are available for selection.

DSIMS has a menu at the bottom. The first line of links at the bottom replicates the tabs at the top.

To get to the DSIMS homepage, you can always click on the ┌────────┐ All Items └────────┘ link in the bottom menu or the tab at the top. You will return to the homepage showing all item numbers available for selection.

*Example showing location of All Items link.*

| | | |
|---|---|---|
| ☐ | 0015-A-48 | A 13.154/6: |
| ☐ | 0015-A-49 | A 13.154/15: |
| ☐ | 0015-A-50 | A 13.154/45: |
| ☐ | 0015-A-51 | A 92.45/2: |
| ☐ | 0015-A-52 | A 13.154/52: |
| ☐ | 0015-A-54 | A 13.154/12: |
| ☐ | 0015-A-55 | A 13.154/53: |
| ☐ | 0015-B-01 | A 92.53/1: |
| ☐ | 0015-B-02 | A 92.53/2: |
| ☐ | 0015-B-03 | A 92.53/3: |
| ☐ | 0015-B-04 | A 92.53/4: |
| ☐ | 0015-B-05 | A 92.53/5: |

⊘ Previous    1 - 100    Next 100 ⊗

( Add to Profile )

**All Items** | Paper | Online | Electronic | MicroFiche
Sites | Cart | Profile | Logout |

To view a list of available item numbers by format, click on one of the links in the bottom menu or on one of the tabs at the top. Options include All Items, Paper, Online, Electronic, and MicroFiche.

### Navigating the list of item numbers available for selection

To resort the list by item number or SuDoc stem, click on the corresponding column header.

You can also use the navigation links at the top of the list.

*Example showing navigation links.*

Publications in all Formats includes Paper, DVD, CD, MF and Online

( Add to Profile )

◁ Previous   1 - 100   Next 100 ▷

| Select | Item Number ▲ | Stem Details |
|--------|---------------|--------------|
| ☐ | 0015-B-05 | A 92.53/5: |

Note: 'Electronic' means tangible electronic, such as DVDs and CD-ROMs.

*Example of item numbers available in an electronic format.*

FDLP
DSIMS

Sites  Cart  Profile  Logout

All Items  Paper  Online  Electronic  MicroFiche

Categories: All Products ▼ [____] ( Go )  Advanced Search

Quick Links

Selection Profile
List Of Classes (PDF)

Electronic

Items in CD, DVD, Diskette format

( Add to Profile )

◁ Previous   1 - 100   Next 100 ▷

| Select | Item Number | Stem Details |
|--------|-------------|--------------|
| ☐ | 0001-A | A 1.47/2: |
| ☐ | 0015-A | A 1.142: |
| ☐ | 0015-A-01 | dummy.stem 2 |
| ☐ | 0015-B-51 | A 92.53/51: |
| ☐ | 0015-B-56 | A 92.53/56: |
| ☐ | 0015-C-01 | A 77.40: |
| ☐ | 0030-A-30 | A 101.32: |
| ☐ | 0031-C-03 | A 110.20: |

*Example of item numbers available in an online format.*

FDLP
DSIMS

Sites  Cart  Profile  Logout

All Items  Paper  Online  Electronic  MicroFiche

Categories: All Products ▼ [____] ( Go )  Advanced Search

Quick Links

Selection Profile
List Of Classes (PDF)

Online

Online distribution only. Will be added to Profile immediately

( Add to Profile )

◁ Previous   1 - 100   Next 100 ▷

| Select | Item Number | Stem Details |
|--------|-------------|--------------|
| ☐ | 0001-A-01 | A 1.47:[EL] |
| ☐ | 0002 | A 1.58/A: |
| ☐ | 0002-A | A 1.58/3: |
| ☐ | 0003 | A 1.76: |
| ☐ | 0004 | dummy.stem 1 |
| ☐ | 0004-A | A 1.75/4: |
| ☐ | 0004-A-01 | A 1.75/5: |
| ☐ | 0004-B | A 1.75/2: |
| ☐ | 0004-C | A 1.75: |

Note that an item number having more than one format associated with it will display in corresponding tabs. For example, an item number that has both a paper and online format associated with it will display in both the Paper and Online tabs.

## 3. View your selection profile

Click the [Selection Profile] link to the left of the DSIMS homepage.

*Example of a library's Selection Profile page.*



To resort the list by item number or SuDoc stem, click on the corresponding column header.

You can also use the navigation links at the top and bottom of the list.

Note that viewing your Selection Profile will show all item numbers on your selection profile. To view a list of item numbers that will become active on October 1, you must view your Cart or Selection Basket.

## 4. View your Cart or Selection Basket with pending item number adds

To view a list of pending item number adds that will become effective on October 1, from the DSIMS homepage, click on the [Cart] link. Note the information provided above the list of item numbers.

*Example of a library's Cart or Selection Basket with an item number to be added on October 1.*



## 5. Add item numbers to your Selection Profile and view in Cart or Selection Basket

From any of the All Items, Paper, Online, Electronic, and MicroFiche tabs, under the Select column, check the box or boxes of item numbers you want to add to your selection profile.

*Example of an item number checked or selected.*



Click the [Add to Profile] button.

Your Selection Basket will display with item numbers and associated SuDoc Stem Details. Your Selection Basket is a list of item numbers that will go into effect on October 1.

*Example of Cart or Your Selection Basket with pending adds listed.*



Note that the item number 0001-A-01 is not in the Cart or Selection Basket even though it was added in the previous screenshot. This is because that item number is for an (EL) or online format and is automatically added to the library's current selection profile.

## 6. Save or print out a list of pending adds in your Cart or Selection Basket into PDF and CSV format

From Your Selection Basket, it is possible to export the pending adds into a PDF document or a CSV file.

*Example of Your Selection Basket page.*
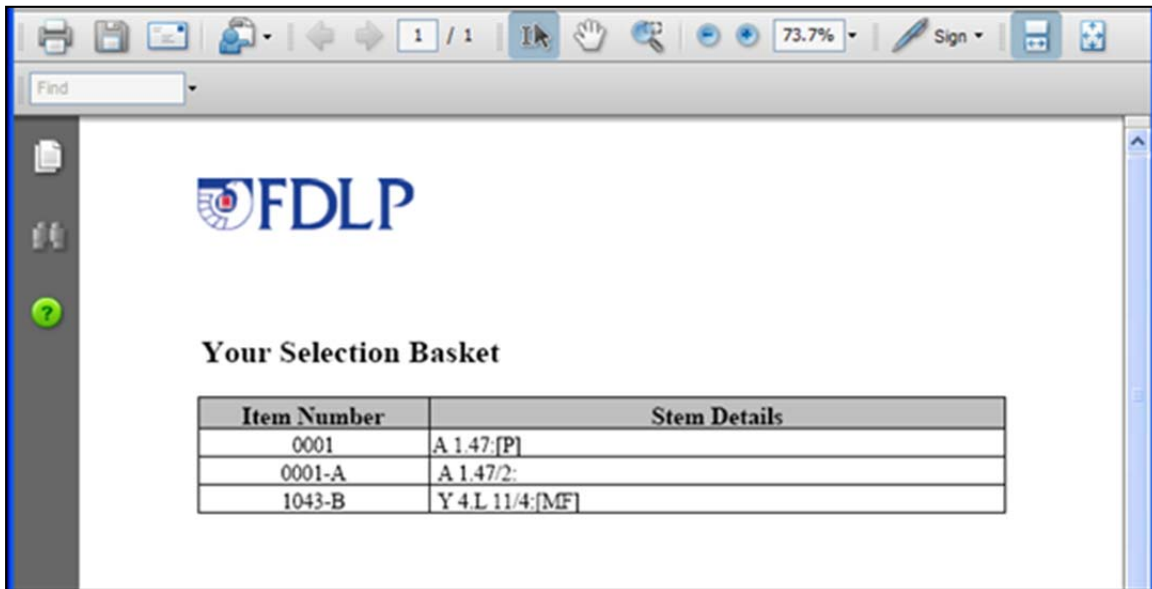
From the Your Selection basket page, click on the ⬭Download PDF⬭ or ⬭Download CSV⬭ button.

*Example of PDF output containing a list of the pending adds.*



## 7. Add multiple item numbers to your selection profile using Direct Item Entry

It is also possible to add item numbers to your selection profile by typing the item numbers into a form.

To do so, from the DSIMS homepage, click on the Cart link on the bottom or top menu.

From the Cart, click on the Direct Item Entry link.

*Example of Direct Item Entry location.*



Type one or more item numbers into the form. Use one box per item number. Use capital letters and dashes as appropriate. For example: **1025-A-01**

*Example of item number being added through Direct Item Entry form.*



Under Select, check the box of the item number(s) and click on the [Fill Details] button.

*Example where the selected item number will have details filled in.*

*Example where the SuDoc stem details have been filled in.*



All SuDoc stems associated with the item number will display.

To add the item number(s) to your selection profile, click the ( Add to Profile ) button. The selected item number(s) will be added to your Cart or Selection Basket.

If the item number(s) are already in your selection profile, an error message will display.

*Example message from a successful use of the Direct Item Entry form.*



# 8. Adding online only item numbers to your selection profile

Item numbers that only have an online format associated with them may be added to your selection profile at any time of the year. Online only item numbers will become effective immediately and will not have to go into your Selection Basket for uploading on October 1.

To add an online only item number to your selection profile, from the DSIMS main page, click on the ( Online ) tab at the top. You are viewing a list of online item numbers available for selection.

Note that item numbers having more than one format associated with them will display in corresponding tabs. For example, an item number that has both a paper and online format associated with it will display in both the Paper and Online tabs.

Only item numbers that are exclusively available in an online format will be automatically added to your selection profile. Multiple format item numbers will go into your Cart or Selection Basket for processing on October 1.

Under Select, check the box of any item number(s) that you want to add to your selection profile. For example, check **0006**.

*Example of selecting one or more online format item numbers.*



Click the [ Add to Profile ] button.

The Cart or Selection Basket will display, but the online only item number will not be present.

You can view the added item number by returning to the DSIMS homepage and clicking on the [ Selection Profile ] link.

*Example showing successful addition of online only item number to selection profile.*



## 9. Drop item numbers from your selection profile

To drop item numbers from your profile, on the DSIMS homepage, click on the [Selection Profile] link.

*Example of a library's selection profile.*

**Current Selection Profile for Library 0099B - EEOC -**

Drop | Swap | Download CSV

<< first  < prev  **1**  2  3  4  5  6  7  8  9  10  next >  last >>

| Select | Item Number | Status | Date Active |
|---|---|---|---|
| ☐ | 0998-A-06 | Active | 29-SEP-2011 |
| ☐ | 0991-A | Active | 10-JUL-1992 |
| ☐ | 1009-B-01 | Active | 24-AUG-1988 |
| ☐ | 0991-A-01 | Active | 30-APR-2003 |
| ☐ | 0461-B-03 | Active | 15-JUN-1985 |
| ☐ | 0461-B-10 | Active | 11-AUG-1992 |
| ☐ | 0461-A-34 | Active | 06-AUG-2007 |
| ☐ | 0461-A-36 | Active | 16-DEC-2009 |
| ☐ | 0455-Q-05 | Active | 01-DEC-2003 |
| ☐ | 0455-Q-06 | Active | 01-DEC-2003 |

<< first  < prev  **1**  2  3  4  5  6  7  8  9  10  next >  last >>

Drop | Swap | Download CSV

All Items | Paper | Online | Electronic | MicroFiche
Sites | Cart | Profile | Logout |

Under Select, check the box of an item number you want to drop from your selection profile.

*Example of a selected item number ready to be dropped.*



Click the ⟨ **Drop** ⟩ button.

Your current selection profile will display without the dropped item number.

## 10. View List of Classes as PDF in separate window

When using DSIMS to review or manage your selection profile, it is often helpful to have the List of Classes available. The List of Classes will display the SuDoc stem(s), item numbers, format(s), and provide a general description of the title(s).

The List of Classes is made available to depository libraries in print under the SuDoc call number GP 3.24:*year.*

Alternatively, you may use the PDF version that is available in DSIMS.

To look at the electronic or PDF version of the List of Classes, from the DSIMS homepage, right-click on the ⌈ List Of Classes (PDF) ⌉ link to open it up in a new window or tab.

*Example of opening up in a new tab.*
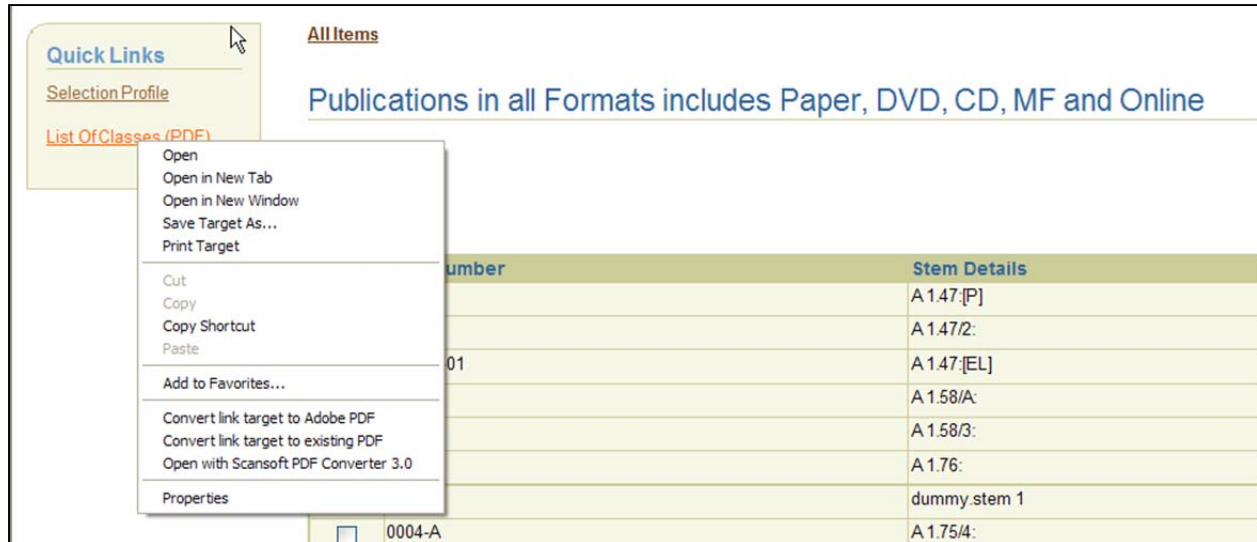


The List of Classes will open up as a PDF document in either a new browser window or a separate tab, depending on what you selected.

*Example of the List of Classes in a PDF format.*
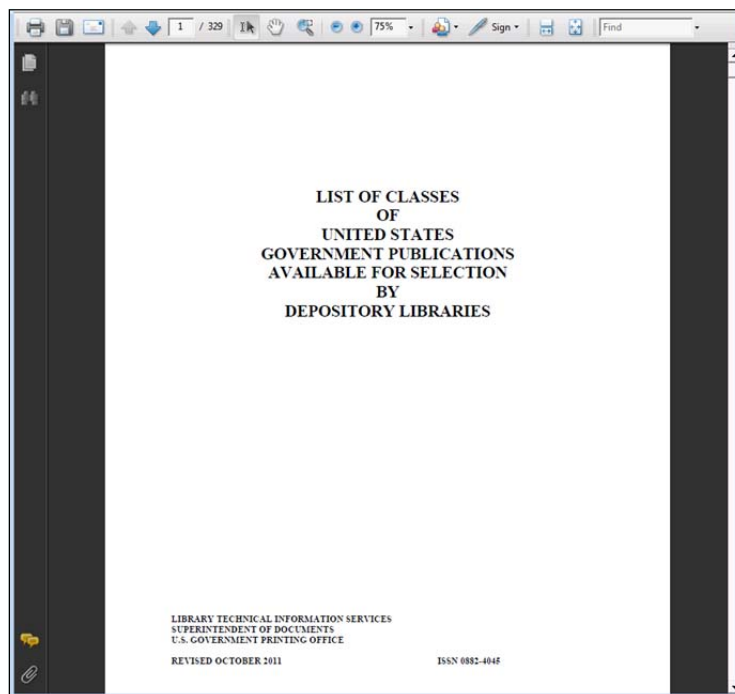
## 11. Log out

When you are finished using DSIMS, you should log out of the system.
To do so, from anyplace in DSIMS, click the [ Logout ] link in the upper right side of the page.

*Example of Logout link location.*